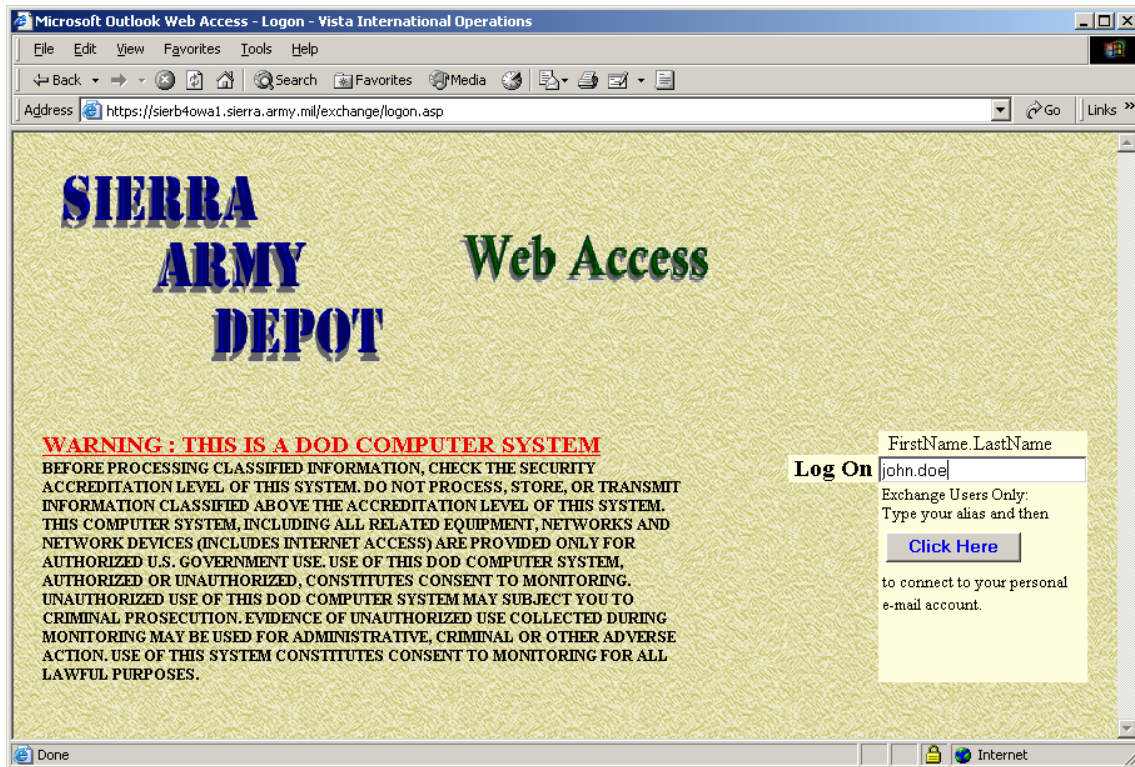


To access Outlook Web Access:

1. Connect to the Internet using Internet Explorer.
2. Type the following: <https://sierb4owa1.sierra.army.mil/exchange/logon.asp> in the address field and then click OK.
3. At the following screen, type in your email address name (**john.doe**) and press the [Enter] key:



4. A gray screen will appear asking for your username again and your Network Password (the same name and password you use to log in to the Sierra Army Depot Network). Type these into the appropriate fields and click OK.



NOTE: If you are setting this up for home use, you might need to adjust your display settings to 1024x768 resolution if what you see on your screen does not look like Figure 1, below. See Appendix A for instructions.

The Screen Explained:

The screen is divided into four sections:

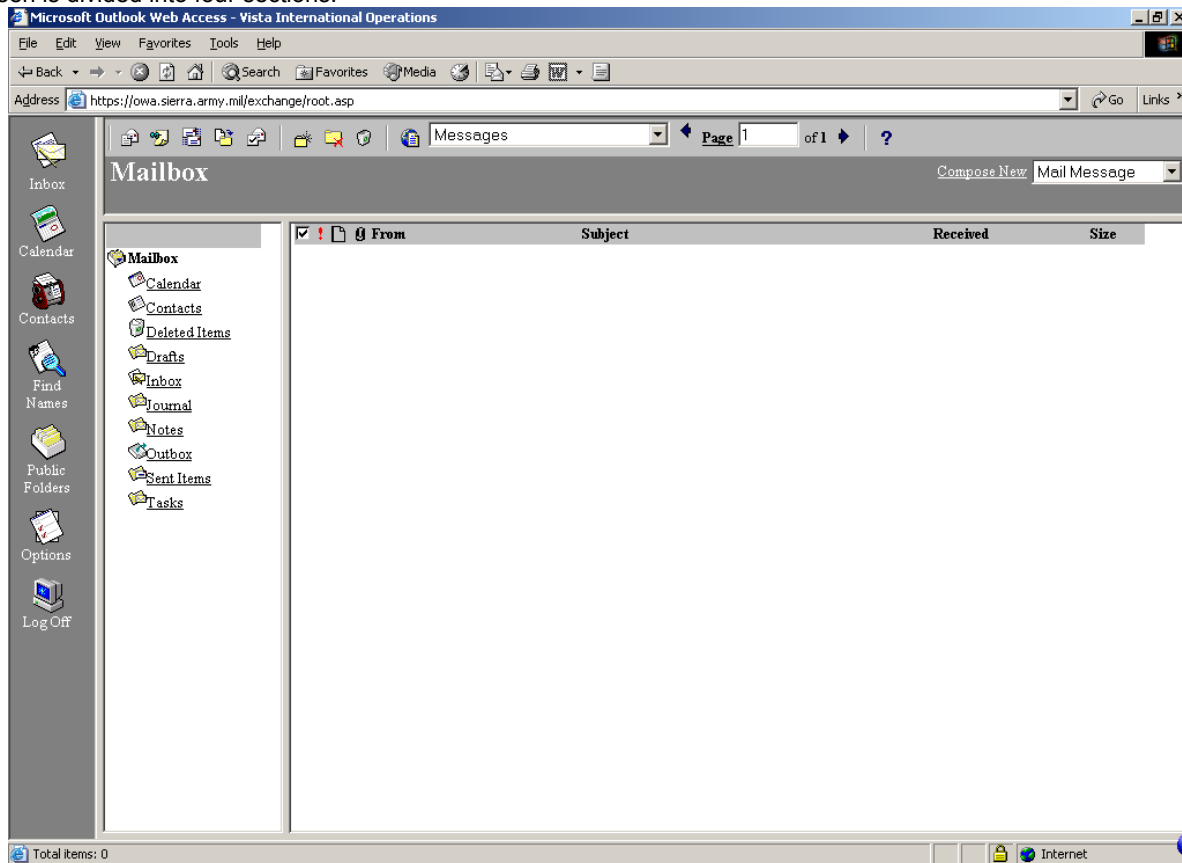


Figure 1

The first section is the column all the way over to the right. It contains 7 icons. You can click once on an icon to access it. Here is a list of the items and what they are:

Inbox	This is where your e-mail and e-mail folders are kept. The Inbox and its contents are displayed by default in the next column to the right.
Calendar	This is an appointment calendar.
Contacts	This is your address book
Find Names	Allows you search the global address list for groups and addresses
Public Folders	We have not implemented this yet
Options	Has out of office message and some calendaring defaults to set
Logoff	Click this to exit from Outlook Web Access.

The second section, which is the 2nd column over from the left, displays your Inbox by default.

The third section, which is the next column to the right, contains all the e-mail messages you have received. Only 20 messages will be displayed at a time in this section. To see additional e-mail messages, see the information given regarding the last icon, Page 1 of 1, in the fourth section, below.

The fourth section is the row at the top that spans the second and third sections.

The top row, where it says Inbox in white letters - above that are some icons. If you move your mouse over those icons, it will tell you what each of them is. Here is a list of what these icons are:



Compose a New E-Mail message



Compose a New Post message - we don't use these at this time.



Check for new e-mail messages



Move or Copy folders to a new location



Delete marked messages



Create a new folder



Delete a folder



Empty your deleted items folder



Click on the down pointing arrow to select the way you want to sort your messages. Messages is the best choice for sorting - it puts the most recent messages first.



Click on the right arrow to move to the next page of messages. Click on the left arrow to move to the previous page of messages.

To read a message:

1. Click on one of the messages listed in the third section of the screen. New e-mail messages are in bold; read e-mail messages are not.
2. Read your message.
3. Click Close when done. You can also use the arrow buttons in the top section of the e-mail message screen to go to the next or previous messages.

To reply to, forward or perform other tasks with a message:

While reading a message, you will see a series of icons/buttons at the top of that screen. You can click on these icons to reply to or forward or perform other tasks with the e-mail you are reading. This is what each of those icons does:



Reply to Sender



Reply to everyone - sender and anyone carbon copied (CC)



Reply to Folder - we have not implemented this yet.



Forward the message to someone else



Move or copy the message to a folder



Delete the message



View the previous message

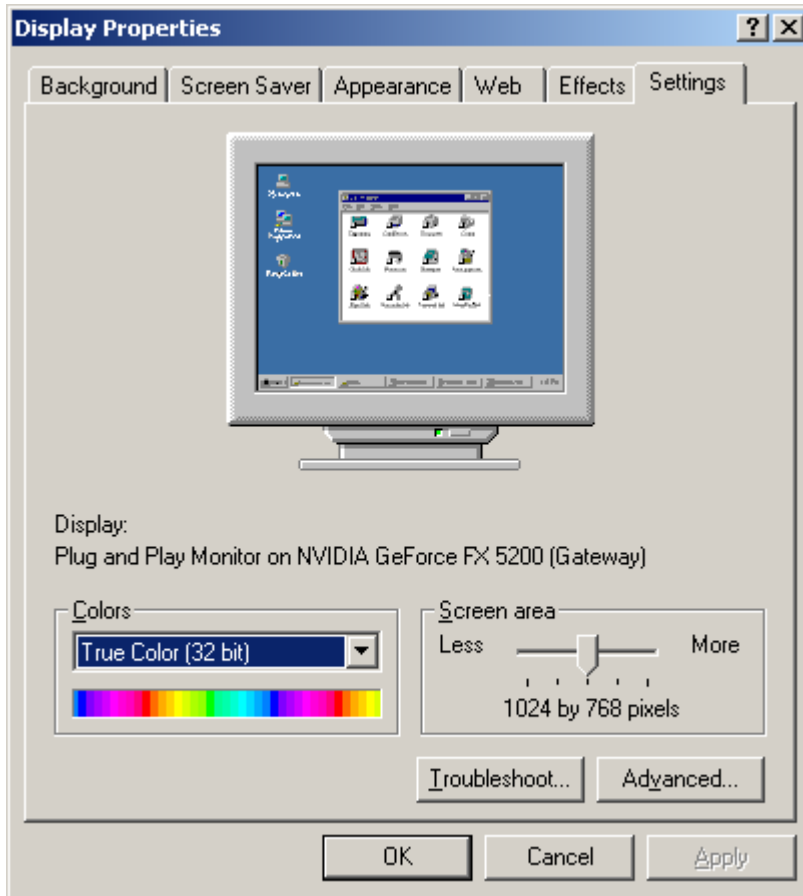


View the next message

Appendix A - Adjusting your Display Settings

To adjust your display settings if you are setting this up at home:

1. Click on Start, click on Settings, click on Control Panel.
2. Double click on the Display icon and then click on the Settings tab.



3. You will see something called Desktop area towards the center right of the screen. Make sure that is set on 1024x768 or higher. If it is set for 640x480 then click on little down pointing arrow tab and drag it to the right until it says 1024x768.
4. Click OK.